

Helpful tips to prepare you to work as a Temp (independent contractor) in Southern California through Veterinary Staff Unlimited. This list is not all-inclusive and you are encouraged to discuss tax issues with a C.P.A., legal issues with an attorney and labor issues with the department of labor.

This list will help support you in preparing for temp/relief work:

0: Have your profile completed on vetstaff.com website, come in for an interview on time, dress professionally and meet our staffing team and fill out our questionnaires regarding rate of pay, distance willing to travel and skill set.

1. Fill out a w-9 with the company you work for
2. Ask the hospital to add you to their time clock system
3. Find out what the hospitals payroll schedule is
4. be sure to read IRS 20 factor test of an independent contractor
5. Show up to the facility on time (at least 15 minutes early is suggested).
6. Wear a clean and pressed I scrubs, with a non-hospital-affiliated name tag or embroidered name on the white-coat.
7. Own a receipt book, or email the hospital that you work for, an invoice for the services rendered before their pay dates. Also, if we have arranged it, be prepared to leave an invoice on the day you work in order to get paid directly from the hospital.
8. If the hospital contacts you directly, it is your responsibility to call the Vetstaff office (310)838-9300, email the Los Angeles branch manager (Michelle Inks) with the dates you will be working for them. She will generate a confirmation for all parties.
9. Keep your profile current on our site and check-in at least once a month to assure we are aware of your availability or lack thereof.
10. Be sure to keep track of your expenses as your accountant may be able to help you reduce your taxes by any expenses related to your temp work such as the cost of gas, uniforms, etc.
11. If you know of anyone seeking employment, please do not direct them to a hospital, have them contact us directly. We will register them and assure they have the appropriate paperwork needed before they are submitted for working interviews or selection. If we discover that you have referred a friend directly to a hospital, we will likely remove you from our roster.
12. On the business side: Please conduct yourself as a professional: you are considered a representative of our hiring and selection process; and your comments or gestures go a long way. We ask that you maintain professional conduct, do not get involved in hospital politics, and maintain a supportive attitude.

13. Be a wonderful worker and share your ability to communicate clearly and take orders from the heads of departments, managers, doctors and clients.
14. Treat the support staff with respect and compassion. Have common courtesy and realize that you may be visiting a facility that has done things a certain way. Be mindful of the human component in dealing with the support staff and other colleagues and their management team (if one exists).
15. Be aware that in order for you to be considered a feasible option for continued temp work, potential permanent employee, you must have a great attitude and the ability to learn quickly.
16. Be considerate, do not condone gossip, and maintain professionalism.
17. We only send out candidates that align with our suggestions as noted above, and those who have done all we ask for along with exercising common courtesy, common sense, and people skills will be on our priority list.
18. If you are interested in our temp concierge service where we will spend more time and resources (money) on your placement (inquire within). This is the only service we charge an additional fee to the registered temp, but otherwise, there are no charges to the candidate for using our agency.

Good Luck,

Veterinary Staff Unlimited

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